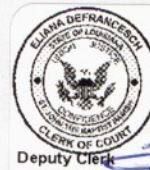




St. JOHN

THE BAPTIST PARISH

1811 W. Airline Highway
LaPlace, LA 70068
(985) 652-9569



ST JOHN THE BAPTIST PARISH
ELIANA DEFRAncesCH Clerk of Court
I certify that this is a true copy of the
original filing that was recorded on:
08/18/2020 10:04AM
374113- MO

[Handwritten signature]

PROFESSIONAL SERVICES AGREEMENT BETWEEN ST JOHN THE BAPTIST PARISH COUNCIL AND

THE NORTHEAST EDUCATIONAL DEVELOPMENT FOUNDATION

This Agreement is made and entered into on this 28th day of July, 2020 between **St. John the Baptist Parish Council**, (hereinafter referred to as "**Parish**"), represented by Jaclyn Hotard, **Parish President**, in accordance with the duly passed motion of the St. John the Baptist Parish Council and **The Northeast Educational Development Foundation (NEED)**, 10284 Hwy 17, Oak Grove, LA 71263, represented by Doug Ainsworth, Board President, hereinafter referred to as "**Contractor**" under the following terms and conditions.

TERM OF AGREEMENT

This **Agreement** shall begin on July 29, 2020 and terminate five (5) years afterwards on July 29, 2025.

AMENDMENT

This **Agreement** may be amended by written consent, executed by both parties and subject to approval of the St. John the Baptist Parish Council.

EXTENSION

The term of this **Agreement** may be extended for two (2) years by written agreement, executed by both **Parties** and subject to approval of the St. John the Baptist Parish Council.

SCOPE OF SERVICES

The "Services" to be performed by the **Contractor** for the **Parish** under this **Agreement** are set out in **Exhibit A: Scope of Services**, incorporated herein by reference.

PAYMENT TERMS

In consideration of the services described in **Exhibit A: Scope of Services**, the **Parish** hereby agrees to provide compensation to the **Contractor** in accordance with its fee schedule listed in **Exhibit B: Pricing Schedule**. Invoice payment terms are Net 30. Invoices are to be billed monthly.

All payments invoices, deliverables, summary of activities, etc. must be submitted and approved by the **Director of Public Safety or designee**, hereinafter called the "**Director**".

MONITORING PLAN

This **Agreement** shall be administered and monitored by the **Director**. The monitoring plan will include a review of the services delineated in **Exhibit A: Scope of Services** to ensure completion and a review of invoices for accuracy prior to reimbursement of services, etc. The **Contractor** shall submit a summary of activities.

TAXES

The **Contractor** hereby agrees that the responsibility for payment of taxes from the funds thus received under this **Agreement** and/or legislative appropriation shall be **Contractor** 's obligation. **Contractor** is required to provide a completed W-9 form prior to commencement of work.

TERMINATION FOR CAUSE

The **Parish** may terminate this **Agreement** for cause based upon the failure of the **Contractor** to comply with the terms and/or conditions of this **Agreement**, provided that **Parish** shall give the **Contractor** written notice specifying the **Contractor**'s failure to perform and provide thirty (30) calendar days' notice, from mailing of the notice, to cure and/or remedy the stated non-compliance. This agreement shall terminate thirty (30) calendar days from the date the notice was mailed.

The **Contractor** may terminate this **Agreement** for cause based upon the failure of the **Parish** to comply with the terms and/or conditions of this **Agreement**, provided that the **Contractor** shall give the **Parish** written notice specifying the **Parish**'s failure to perform and provide thirty (30) calendar days' notice, from mailing of the notice, to cure and/or remedy the stated non-compliance. This **Agreement** shall terminate thirty (30) calendar days from the date the notice was mailed.

Notwithstanding the above, the **Contractor** will not be relieved of liability to **Parish** for damages sustained by **Parish** by virtue of any breach of this **Agreement** by the **Contractor**, and **Parish** may withhold any payments to the **Contractor** for the purpose of setoff until such time as the exact amount of damages due **Parish** from the **Contractor** is determined.

TERMINATION FOR CONVENIENCE

Parish may terminate this **Agreement** at any time by giving thirty (30) days written notice to the **Contractor** of its intent to terminate this **Agreement**. The **Contractor** shall be entitled to payment for deliverables in progress; to the extent work has been performed satisfactorily.

GENERAL CONDITIONS

The professional and technical adequacy and accuracy of documents and other work products furnished under this **Agreement** will be conducted in a manner consistent with the level of care and skill ordinarily exercised by a member of the profession.

It is understood and agreed by the parties hereto that the **Contractor** is entering into this **Agreement** in the capacity of an independent **Contractor**. While in the performance of services or carrying out other obligations under this **Agreement**, the **Contractor** shall be acting in the capacity of independent Contractors and not as employees of the **Parish**.

The **Parish** shall not be obliged to any person, firm or corporation for any obligations of the **Contractor** arising from the performance of their services under this **Agreement**.

The **Contractor** warrants that he has not employed or retained any company or person, other than a bona-fide employee working solely for the **Contractor**, to solicit or secure this **Agreement**, and that they have not paid or agreed to pay any company or person, other than bona-fide employees working solely for the **Contractor**, any fee, Contractor, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this **Agreement**. For breach or violation of this warranty, the **Parish** shall have the right to annul this **Agreement** without liability.

This **Agreement** shall be binding upon the successors and assigns for the parties hereto. This **Agreement** being for the personal services of the **Contractor**, shall not be assigned or subcontracted in whole or in part by the **Contractor** as to the services to be performed hereunder without the written consent of the **Parish**.

VENUE

This **Agreement** shall be governed by the laws of the State of Louisiana. Proper venue for any lawsuit arising under the terms of this **Agreement** shall be the Fortieth Judicial District Court, St. John the Baptist Parish and any appropriate Appellate therefrom. **Contractor** hereby agrees and consents to personal and/or *in rem* jurisdiction of the trial and appropriate Appellate courts.

INSURANCE

The **Contractor** shall meet or exceed the **Parish's** Insurance Requirements as listed in **Exhibit C: Insurance Requirements**.

OWNERSHIP

All records, reports, documents, and other material delivered or transmitted to **Contractor** by the **Parish** shall remain the property of the **Parish**, and shall be returned by **Contractor** to the **Parish**, at **Contractor's** expense, at termination or expiration of this **Agreement**. All records, reports, documents, or other material related to this **Agreement** and/or obtained or prepared by **Contractor** in connection with the performance of the services in which **Agreement** fees have been paid for herein shall become the property of the **Parish**, and shall, upon request, be returned by **Contractor** to the **Parish**, at **Contractor's** expense, at termination or expiration of this **Agreement**.

AUDITORS

It is hereby agreed that **Parish** shall have the option of auditing all accounts of **Contractor** which relate to this **Agreement**.

NON-ASSIGNABILITY

Contractor shall not assign any interest in this **Agreement** by assignment, transfer, or novation, without prior written consent of the **Parish**. This provision shall not be construed to prohibit the **Contractor** from assigning its bank, trust company, or other financial institution any money due or to become due from approved **Agreements** without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the **Parish**.

INDEMNITY

To the fullest extent permitted by law, **Contractor** shall indemnify and hold harmless the **Parish** and all of its Agents and Employees, from and against all damages, losses and expenses, including but not limited to attorney's fees (when considered damages recoverable by law), arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the **Contractor**.

SEVERABILITY CLAUSE

If any one or more of the provisions contained in this **Agreement** shall, for any reasons, be held to be invalid, illegal or unenforceable, in whole or in part, such invalidity, illegality, or unenforceability shall not affect any other provisions of this **Agreement**, and in such an event, this **Agreement** shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

FISCAL FUNDING

The continuation of this **Agreement** is contingent upon the appropriation of funds to fulfill the requirements of this **Agreement** by the **Parish** or any other state or federal funding source. If the **Parish** fails to appropriate sufficient monies to provide for the continuation of this **Agreement**, or if such appropriation is reduced by the veto of the Parish President or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this **Agreement**, this **Agreement** shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

NOTICES

All notices or demands required to be given, pursuant to the terms of this **Agreement**, shall be in writing and sent to the other party via United States certified mail, postage prepaid and signature required. Seven (7) calendar days written notice of change of address shall be sent to the other party by the manner stated above.

If to Parish:	If to Contractor:
ATTN: Jaclyn Hotard Parish President St. John the Baptist Parish 1811 W. Airline Hwy. LaPlace, Louisiana 70068	ATTN: Doug Ainsworth Board President The Northeast Educational Development Foundation (NEED), 10284 Hwy 17, Oak Grove, LA 71263

EXCLUSIONS

Pursuant to Louisiana Revised Statute 38:2227, **Contractor** must certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent federal crimes.

Contractor must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, Contractor misapplication of payments, malfeasance in office, or their equivalent federal crimes within the (5) five years prior to submitting the proposal.

NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT

Pursuant to Louisiana Revised Statute 38:2224 and Louisiana Revised Statute 23:1726(B), the **Contractor** must certify that neither he, nor anyone acting on behalf of the **Contractor**, either directly or indirectly, employed, paid nor promised any gift, consideration or Contractor to any person or legal entity to procure or assist in procuring this **Agreement**, other than persons regularly employed by **Contractor** further affirms that no part of the **Agreement** price was paid or will be paid to any person, firm, association, or other organization for soliciting this **Agreement**, other than payment to person regularly employed by the **Contractor** in the regular course of their employment duties for the **Contractor**. **Contractor** further agrees that it will continue to properly classify each employee for unemployment compliance purposes.

E-VERIFY PROGRAM

Pursuant to Louisiana Revised Statute 38:2212.10, **Contractor** must certify that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under an **Agreement** with St. John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. **Contractor** must verify the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

DISCRIMINATION CLAUSE

The **Contractor** agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and **Contractor** agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The **Contractor** agrees not to discriminate in its employment practices and will render services under this **Agreement** without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

SIGNATURES ON FOLLOWING PAGE

THUS DONE AND SIGNED AT LaPlace, Louisiana on the day, month and year first written on page 1 of this document.

WITNESS:

SIGNATURE

Deshanda Firmin

PRINT NAME

PARISH:

ST. JOHN THE BAPTIST PARISH

By: Jaclyn Hotard

Jaclyn Hotard
Parish President

WITNESS:

SIGNATURE

Myrna Richey

PRINT NAME

Contractor:

The Northeast Educational Development Foundation
(NEED)

By: H Doug Ainsworth

Doug Ainsworth
Board President

EXHIBIT A
Scope of Services

The Contractor and the Parish have entered into such an agreement for the emergency public sheltering in West Carroll Parish for evacuees of St. John the Baptist Parish at The Thomas Jason Lingo Community Center, which is overseen by The Northeast Educational Development (NEED) Foundation, the parties do agree as follows:

- St. John the Baptist Parish will begin and end the Parish's obligations under this agreement as stated in Attachment One, Office of Homeland Security and Emergency Preparedness Standard Operating Guidelines for Hurricanes and Tropical Systems.
- St. John the Baptist Parish will send authorized representative(s) to be an on-site liaison or point of contact to handle any needs that may arise. The St. John liaison will accompany St. John evacuees at the shelter AND will provide status reports to the West Carroll Parish OEP.
- St. John the Baptist Parish will be responsible for securing transportation requirements for St. John the Baptist Parish residents. To the extent possible, these transportation resources will stay at and with St. John evacuees and will be available to provide local transportation needs while in the host area. This will include a request through ESF #8 for EMS services to be placed on stand-by at the emergency shelter.
- St. John the Baptist Parish is responsible for food, bedding, showers, toilets and lavatories while occupying said shelter. A walk-through inspection of the facility will be conducted prior to and immediately following the operation of the shelter.
- St. John the Baptist Parish is responsible for providing law enforcement and/or security personnel as set forth by the West Carroll Sheriff's Office, Oak Grove Police Department and the Thomas Jason Lingo Community Center.
- The Parish shall continue to provide set up and tear down labor support and staff during required time periods established in event contracts.
- St. John the Baptist Parish agrees to the following rules of the Thomas Jason Lingo Community Center Rules:
 - Nails, staples, tacks or duct tape are not allowed to secure anything to the walls or stage.
 - Smoking, dipping, chewing or spitting of any tobacco product is not allowed anywhere inside the building.
 - No alcohol or illegal drugs allowed on the grounds or in the building.

- No animals will be brought into the facility, other than as required by handicapped persons.
- The cooking of any item is prohibited. *[Noted: The Lingo Center has an area with kitchen appliances, however; they neither are commercial grade nor permitted by the Department of Health for food preparation/service. Emergency food preparation and service by the Parish will be conducted by other means.]*
- All electrical equipment must be U.L. Accessibility to equipment rooms and utility boxes are prohibited without authorization from a facility official.
- Bicycles, skateboards, roller skates, roller blades, heel's or other such recreational devices are not allowed inside the facility or on exterior grounds.
- Exit Doors...An 8' clearance on both sides (egress and ingress) with no physical obstruction must be maintained at all times.
- Flammable Liquids....Flammable liquids such as, but not limited to, gasoline, kerosene, bottled gas and oil are not permitted inside the facility.
- Parents are responsible for controlling the actions and whereabouts of their children.
- No weapons are permitted in the facility except those that may be carried by security personnel.
- The Thomas Janson Lingo Community Center and The Northeast Educational Development Foundation will not be responsible for any lost or stolen items. The Contractor shall have no recourse or cause of action to be compensated if anything is left in or on the grounds of the Thomas Jason Lingo Community Center.
- The Thomas Janson Lingo Community Center and The Northeast Educational Development Foundation agrees to annually hold its Taste of Tourism and Tourism Summit at the **Center** unless adequate space is not available.

EXHIBIT B
Pricing Schedule

St. John the Baptist Parish Council agrees to the following Fees per day for the Thomas Jason Lingo Community Center for use as a shelter:

Fee Schedule

Conference Room	\$235.00 (for security use only)
Staff Personnel	\$450.00
Auditorium Rental	\$1,100.00
Custodial	\$250.00
Insurance	\$65.00
Sound/Electronic Tech	\$100.00

Total Per day: \$2,200.00 per day

EXHIBIT C
Insurance Requirements

St. John the Baptist Parish is responsible for the following insurance requirements, and will provide a proof of this insurance prior to occupation:

UTS 180g – Communicable Disease Exclusion
GLS-227s – Assault and Battery Exclusion
GLS-45s - Sexual/Physical Molestation Exclusion
GLS-149s- Injury to Volunteers Exclusion
CG2407- Products/Completed Operations Hazards Redefined

Medical pay limit \$1,000.00



NEED
Foundation & Northeast LA
@ The Lingo Center Ag Complex

10284 Hwy 17 S Oak Grove, LA 71263

Phone: (318)428-5282

Fax: (318)428-3670

**Board of
Directors:**

Doug Ainsworth
President
13242 Hwy 17
Oak Grove, LA 71263

Albert Alexander
Vice-President
1010 W. Main St.
Oak Grove, LA 71263

Martha Costello
Treasurer-Secretary
2025 Prince Rd.
Pioneer, LA 71266

Dorothy Tabuchi
P.O. Box 2130
Branson, MO 65615

Charlotte Hamilton
239 Macon Front Rd.
Oak Grove, LA 71263

Robyn Creech
1332 Cook Rd.
Oak Grove, LA 71263

Debbie Taylor
P.O. Box 426
Kilbourne, La 71253

Scott Mathews
434 Lavelle White Rd
Oak Grove, LA 71263

July 23, 2020

Peter Montz
St John The Baptist Parish
Director of Purchasing
1811 W. Airline Hwy
La Place, LA 70068

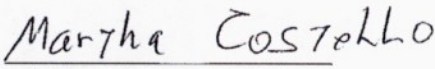
The following resolution was discussed and approved by the
NEED Foundation Board of Directors at regular monthly board
meeting on July 21, 2020 at the Thomas Jason Lingo Center.

Resolution:

Motion was made by Charlotte Hamilton and seconded by
Debbie Taylor to authorize Doug Ainsworth to sign the
agreement with St John the Baptist Parish for use of the Lingo
Center as an evacuation center if needed. The fees are to remain
the same. All voted yes.

Signed,


Martha Costello, Secretary/Treasurer


Print Name

Attachment One

St. John Parish

Office of Homeland Security and Emergency Preparedness

Standard Operating Guidelines for Hurricanes and Tropical Systems

Revision: May 5, 2020

EOC LEVEL I

Tropical System in Atlantic or Caribbean – Plot and Watch

1. Monitor National Weather Service – Slidell (NWS-S) for storm advisories and plot storm positions.
2. Confer with National Weather Service – Slidell, if applicable.
3. Review hurricane computer modeling with EOC Staff.
4. Contact Governor' Office of Homeland Security and Emergency Preparedness (GOHSEP), if necessary.
5. Update Parish Website, Twitter and Facebook updates.
6. Commence EOC log procedures (consider Disaster Reporting Procedures)
7. Roll Call of Industrial Mutual Aid Groups.
8. If category warrants:
 - 1) Confer with SELA parishes & GOHSEP via conference calls
 - 2) Coordinate possibilities for SELA regional evacuation
9. Advise ESF's if there is a threat to the Gulf:
 - 1) Parish President
 - 2) Public Works Director
 - 3) Utilities Director
 - 4) Sheriff's Office & 911
 - 5) Shelter Operations
 - 6) Council on Aging
 - 7) School Board

H-120 to H-108/ EOC LEVEL II

Hurricane/Tropical Storm Threat to Gulf of Mexico – Alert/Prepare

1. Confer with National Weather Service – Slidell and continue monitoring advisories and plot storm positions.
2. Continue to review hurricane computer modeling with EOC Staff.
3. Alert and Meet with Parish Directors and Administrators for:
 - 1) EOC staff assignments
 - 2) Review Department SOP
 - 3) Building security/protection
 - 4) Designation & instructions for essential & non-essential personnel

4. Contact all Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
5. Confer with GOSHEP via conference call.
6. Begin sending advisories to Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
7. Continue Parish Website, Twitter and Facebook updates.
8. EP Director consider Emergency Declaration initiation.

H-96 / EOC LEVEL II

Hurricane/Tropical Storm Threat to Central Gulf of Mexico

1. Partial Activation of Emergency Operations Center (EOC) to 12 Hour Schedule
2. Conduct EOC Operational Staff Meetings (8AM and 7PM)
3. Brief Parish Administration that EOC is now in Level II.
4. Brief Parish Council members.
5. Schedule and conduct executive command meeting with Parish Administration, Council Chairperson, and Fire Chief of Operations, Sheriff, and Volunteer Fire Department Representative.
6. Notify Parish Attorney to prepare Emergency Declaration Notice for Parish.
7. Schedule and conduct Emergency Support Function Managers Meeting.
8. Notify Neighboring Parishes and Region 3 Coordinator
9. Notify St John Parish School Board for possible use of Schools and school buses for evacuation of Parish.
10. Notify Ochsner Medical Centers, Nursing Homes, Assisted Living Homes, Home Health Agencies and Council on Aging that Medical Special Needs evacuation MAY begin at H-60 hours.
11. Continue monitoring advisories and plotting storm position.
12. Continue sending advisories to Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
13. Continue Parish Website, Twitter and Facebook updates. Send email updates to media list.
14. Contact hotels to obtain reservations for hotel rooms.
15. Contact maintenance to perform check on EOC generator, Parish generators.
16. Perform radio check on all two-way radio systems in EOC.
17. Advise Public Works Department for placement of sand and sandbags at Public Works site.
18. Cell phones (Evacuation Buses).
19. Begin monitoring water levels:
Lake Pontchartrain, Pea vine Rd, Low lying areas
20. Check and Test all Communication Equipment
21. Check office supplies and prepare storm logbooks for each ESF coordinator and call takers.

H-84 / EOC LEVEL III

Hurricane/Tropical Storm Threat to Central Gulf of Mexico

1. Continue monitoring National Hurricane Center advisories and plotting storm position.
2. Continue sending advisories to Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
3. Notify EOC staff full activation (24 Hour Operations) may begin at H-60 Hours.

4. Send email briefing notifying the Executive Committee and ESF managers of possible full activation (24-hour operations) may begin at H-60 Hours.
5. Continue Parish Website, Twitter and Facebook updates. Send email updates to media list.

H-72 / EOC LEVEL III

Hurricane/Tropical Storm Threat to Southeast Louisiana including St. John Parish

1. Continue monitoring National Hurricane Center advisories and plotting storm position.
2. Continue sending advisories to Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
3. Schedule and conduct Executive Command briefing.
- ☐ Discuss possible evacuation orders
- ☐ Sign and execute Parish declaration of emergency
4. Prepare five copies of Parish declaration of emergency and record in Parish's Clerk of Court Office.
5. Send copy of Parish declaration of emergency via facsimile and email to GOHSEP. Notify GOHSEP Region 3 coordinator and neighboring parishes of execution of Parish declaration of emergency.
6. Activate Public Information Officer.
7. Notify ESF managers of full activation (24-hour operations) of EOC within the next 12 hours at H-60 hours.
8. Notify the Ouachita Parish OHSEP, City of Monroe, West Carroll OHSEP, Northeast Chapter of the American Red Cross, and the Ouachita Parish Sheriff's Office of possible mandatory evacuation of St. John Parish and need of Saul Adler and Lingo Center for shelter operations.
9. Notify School system of possible use of their buildings for parish employees due to intensity of hurricane.
10. Notify and meet with Evacuation Coordinator and Emergency Transportation Coordinator. .
11. Schedule and conduct Evacuation meeting with ESF-1: Transportation, ESF-6: Mass Care, EA, HHS, ESF-13: Public Safety and Security, and ESF-15: Emergency Public Information to discuss evacuation operational guidelines.
- ☐ Include Sheriff and President for decision-making on emergency room evacuation.
- ☐ Include all primary and support agencies.
12. Notify Nursing Homes, Assisted Living Homes, Home Health Agencies and Council on Aging that Medical Special Needs evacuation WILL begin in 12 hours at H-60 hours.
13. Notify Council on Aging and St John Parish School Board that Transit buses will be needed for Medical Special Needs evacuation within the next 12 Hours at H-60 hours.
14. Emergency Transportation Coordinator will notify all contract bus drivers to advise what time report to the Transportation office to begin evacuations. The Emergency Transportation Coordinator will report to ESF-1 the number of available bus drivers.
15. Send WEBEOC request to GOHSEP for possible transportation assistance with buses and bus drivers for general population evacuation if mandatory evacuation due to hurricane threat to Parish.
16. Send WEBEOC request to GOHSEP for commodities (MREs, Water, Ice) to be shipped to the listed shelters in preparation of impact from of a major hurricane to St John Parish.
17. Initiate Blackboard Network to advise Parish residents of evacuation orders (Time and procedure).
18. Email evacuation order with time and procedure to local media.
19. Update Parish Website, Twitter and Facebook with evacuation orders and other pertinent information. Distribute Blackboard Network Inbound Toll-Free Telephone Information Number
20. Evacuation/sheltering operations for electronic registration setup operations.

21. Prepare East St. John Preparatory Academy School for Parish Pickup Point.
 - ☐ Deploy and Setup Barricades at East St. John Preparatory Academy
 - ☐ Deploy and Setup Electronic Registration System
 - ☐ Deploy MREs and Bottled Water to Transportation yard for placement on buses.
22. Activate Finance Section (Accounting and Purchasing)
23. Top off fuel in EOC vehicles.
24. Prepare EOC for extended operations.
 - ☐ Supplies, Water, MREs, Groceries, Caterer, etc.
25. Notify ESF-3: Public Works and Engineering to begin placement of sandbags at designated locations.
26. Notify ESF-13: Public Safety and Security to coordinate security at Parish Pickup Point and/or shelters.
27. Notify ESF-6: Mass Care, EA, and HHS
 - ☐ To contact and coordinate generator contractors for parish recovery shelters.
 - ☐ Contact purchasing on coordination of wrap around services for Saul Adler \ Lingo Center and parish recovery shelters.
 - ☐ For deployment of shelter liaisons to Saul Adler \ Lingo Center.

H-60 / EOC LEVEL II

Hurricane/Tropical Storm Threat to St. John Parish

1. Continue monitoring National Hurricane Center advisories and plotting storm position.
2. Continue sending advisories to Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
3. Full Activation (24-hour operations) of EOC
4. Begin Medical Special Needs Evacuation from Parish Pickup Point
5. Position Transit buses to East St. John Preparatory Academy for deployment with Medical Special Needs Patients.
6. Prepare updated evacuation news release for evacuation.
7. Request status report from each ESF manager every 12 hours.
8. ESF-2: Communications check all communications: 700 MHz Radios, VHF Radios, 400Mhz Radios, and Satellite Phones.
9. Begin two a day EOC meetings: 7AM and 7PM.
10. Prepare for general population evacuation at H-50 Hours.
11. Update local media, Parish Website, Twitter and Facebook with evacuation orders and other pertinent information.
12. Check and fuel school buses to be used for general population evacuation.
13. Request assistance from SO for trustees to help with loading buses with 60 bottles of water and 30 MRE's.

H-50 / EOC LEVEL II

Hurricane/Tropical Storm Threat to St. John Parish

1. Notify all school bus drivers to deploy to transportation yard to pick up assigned bus and report to East St. John Preparatory Academy to facilitate evacuation of citizens to point to point shelter in Monroe.
2. Begin pickup of general population with Transit buses and COA aging buses from all areas of the

- Parish to be brought to East St. John Preparatory Academy for electronic registration and deployment to point to point shelter(s) (Saul Adler / Lingo Center) in West Monroe and West Carroll.
3. Begin loading and deployment of buses to Monroe Civic Center (Deport 10 at a time).
 4. Notify United States Coast Guard.

H-36 / EOC LEVEL II

Hurricane/Tropical Storm Threat to St. John Parish

1. Continue monitoring National Hurricane Center advisories and plotting storm position.
 2. Continue sending advisories to Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
 3. Update local media, Parish Website, Twitter and Facebook with pertinent information.
 4. Contact shelter liaison and emergency transportation coordinator in Monroe for sheltering update.
 5. Prepare to move employees to school buildings.
- ☑ Phones
 - ☑ Computers
 - ☑ Portable Radios
 - ☑ Satellite Phone System
 - ☑ Office Supplies
6. All Parish Departmental hurricane preparations should be nearing completion.
 7. Preposition Parish equipment and vehicles for recovery.
 8. Identify safe shelters for key essential employee's not evacuating, send to GOHSEP.
 9. Prepare for coastal flooding.
 10. **Notify ESF-6: Mass Care, EA, HHS to prepare parish evacuation shelters for voluntary evacuation to begin at H-24 hours for tropical storms and Category 1 or 2 hurricanes.
 11. **Call for voluntary evacuation to begin at H-24 hours for tropical storms and Category 1 or 2 hurricanes.
 12. **Contact shelter managers for deployment within 12 hours.
 13. **Prepared Transit and COA transit buses for transporting citizens to parish shelters.
 14. **Deploy electronic registration equipment to parish evacuation shelters.
 15. **Prepare pet shelter.
 16. **Send Blackboard Network notification to parish residents advising of voluntary evacuation and notify local media with news release.

H-24 to H-0 / EOC LEVEL I

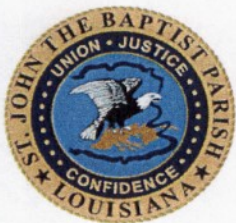
Hurricane/Tropical Storm Impact to Parish

1. Continue monitoring National Hurricane Center advisories and plotting storm position.
2. Continue sending advisories to Parish Departments, Local Governmental Agencies, Non-Governmental Agencies and Emergency Support Function (ESF) Managers.
3. Update local media, Parish Website, Twitter and Facebook with pertinent information.
4. Last minute departmental hurricane preparations should be complete.
5. All personnel should be finalizing shelter accommodations.
6. Setup Blackboard Network Inbound phone message.
7. Prepare damage assessment portfolios.
8. **Open parish evacuation shelters for disasters threatening the Parish.

H-0 to H+12 / EOC LEVEL I

Recovery

1. Begin Search and Rescue Operations
2. Deploy Damage assessment teams.
3. Begin Debris Clearance
4. Contact all Parish departments and agencies for damage report.
5. Schedule and conduct Executive Command briefing.
6. Prepare news release on existing conditions in Parish to be distributed to all media contacts, including Northeast media contacts as soon and often as possible.
7. Prepare PODS for distribution of relief supplies.
8. Identify available point of distribution (POD) locations, send to GOHSEP.
9. Contact American Red Cross and Southern Baptist Association for sheltering and feeding operations.
10. Contact Finance Section for implementation of housing and catering for parish employees.
11. Identify sites for FEMA Disaster Recovery Centers and Louisiana Food Stamp Distribution
12. Release FEMA toll-free number for recovery assistance.
13. Implement rumor control by utilizing Parish website blog, Twitter and Facebook.
14. Update Blackboard Network Inbound message.
15. Establish roadblocks to restrict traffic flow into parish and implement return of Tier I classification.
16. Notify ESF-6: Mass Care, EA and HHS to establish recovery shelters for return of evacuees.
17. LaDOTD will be transporting Special Needs persons back to Parish Pick-up Points and/or Transition Shelter.



ST. JOHN THE BAPTIST PARISH COUNCIL

1811 West Airline Hwy.
LaPlace, Louisiana 70068
Office 985-652-1702
Fax 985-652-1700

Division A
Lennix Madere, Jr.
P.O. Box 2617
Reserve, LA 70084
Cell 985-379-6188

July 29th, 2020

Division B
Michael P. Wright
1811 W. Airline Hwy.
LaPlace, LA 70068
Cell 504-717-3936

Jaclyn Hotard, Parish President
ST. JOHN THE BAPTIST PARISH
1811 W. Airline Hwy.
LaPlace, LA 70068

District I
Kurt Becnel
5605 Hwy. 18 River Rd.
Town of Wallace
Vacherie, LA 70090
Cell 504-330-6338

Dear Mrs. Hotard:

Please be advised of the following motion, which the St. John the Baptist Parish Council adopted at a meeting held on Tuesday, July 28th, 2020.

District II
Warren Torres, Jr.
1811 W. Airline Hwy.
LaPlace, LA 70068
Cell 504-444-4153

“Councilman Becnel moved and Councilman Malik seconded the motion to grant administration authorization to enter into a Professional Services Agreement with The Northeast Educational Development Foundation for Emergency Public Sheltering. The motion passed unanimously.”


District III
Tammy Houston
1811 W. Airline Hwy.
LaPlace, LA 70068
Cell 504-444-3956

CERTIFICATION

District IV
Tyra Duhe-Griffin
1811 W. Airline Hwy.
LaPlace, LA 70068
Cell 504-444-4177

I, Jackie Landeche, Secretary of the St. John the Baptist Parish Council do hereby certify that the above is a true and correct copy of a motion adopted by said body on the 28th day of July, 2020.

District V
Robert J. Arcuri
1811 W. Airline Hwy.
LaPlace, LA 70068
Cell 504-444-3167

July 29th, 2020,

Jackie Landeche
Council Secretary
St. John the Baptist Parish Council

District VI
Tonia Schnyder
1811 W. Airline Hwy.
LaPlace, LA 70068
Cell 504-444-4283

District VII
Thomas Malik
1811 W. Airline Hwy.
LaPlace, LA 70068
Cell 504-402-0302